

APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address Board of Directors Office Office of the General Manager 401 W. Peachtree Street Atlanta, GA 30365		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed AUG 28 1981 81-397 SEP 10 1981	
4. Person to Contact Gail W. Blackmon		5. Working Title Asst. Sect. to Board	6. Telephone Number 586-5046
7. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
8. Dates of Series Earliest Latest 1974 Present	9. Records Series Title (followed by title used in office, if different) Minutes of the Standing Committees of the Board of Directors		
10. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Board of Directors is the governing body of the Metropolitan Atlanta Rapid Transit Authority which is a public body corporate and a joint instrumentality of the City of Atlanta and the Counties of Fulton, DeKalb, Clayton and Gwinnett and the State of Georgia. As its governing body, the Board is responsible for ensuring that the Authority accomplishes the purpose for which it was created, to wit, the development, construction, and operation of a rapid transit system within the Atlanta metropolitan area.			
11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: the minutes of the four standing Committees of the Board of Directors; namely, the Development, Finance, Operations, and Staff Committees. Included are: the original minutes and any necessary supportive papers which lend themselves to further explain the activities of the above named Committees of the Board. File is arranged: Alphabetically by Committee name then chronologically by date of meeting.			
12. Monthly Reference Rate How often are records referred to which are: One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ?			
13. Annual Rate of Accumulation of Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) one (1) cubic foot every two (2) years			

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
		d. Does this series have historical or long term research value?
X		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where? <u>Copy of duplicate minutes and detailed support papers are maintained in the offices of the Asst. General Managers who report to each Committee.</u>
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

15. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|-------------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | <u>Permanent</u> years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

16. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 2 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series

(Indicate briefly rationale for recommendations above/or write additional remarks):

17. APPROVALS

Approved	Department Records Management Officer	Date	Approved	Legal Counsel	Date
	<i>[Signature]</i>			<i>[Signature]</i>	8-11-81
Approved	Division Head/Designee	Date	Approved	Division of Audit	Date
	<i>[Signature]</i>	8/6/81		<i>[Signature]</i>	8/13/81
Approved	Department Head/Designee	Date	Approved	Department of Archives and History	Date
	<i>[Signature]</i> H. Franklin	8/7/81		<i>[Signature]</i> Carroll Hart	9-10-81
Approved	Records Management Analyst	Date	Approved	MARTA Management Advisory Committee	Date